

# **READVERTISEMENT**

**State of Montana  
Department of Public Health and Human Services  
PO Box 4210 Helena, MT 59604**

## **VACANCY ANNOUNCEMENT**

**September 4, 2008**

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<b>TITLE:</b>	Regional Program Officer
<b>POSITION NO:</b>	07021
<b>LOCATION:</b>	Senior & Long Term Care Division, Billings
<b>STATUS:</b>	<b>Part-Time</b> /Permanent (30 hrs/wk)
<b>UNION:</b>	MEA/MFT
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$15.93 - \$19.91 hourly. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, September 18, 2008**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** This is a part-time position, working 30 hours per week. Extensive in-state travel is required, and occasional overnight stays may be necessary.

**CRIMINAL BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TYPICAL DUTIES:** This position works independently and in team settings with consumers, community service providers and Medicaid state office staff. Duties include, policy direction and guidance to health care providers; evaluation of regional service delivery; conducting provider compliance reviews; training providers; representing state office in Billings and surrounding areas, including Golden Valley, Wheatland, Stillwater, Carbon, Big Horn, Yellowstone, Musselshell, and Treasure counties; and ensuring adherence with Medicaid law and program policy.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of state statutes and administrative rules relating to the administration of Senior & Long Term Care Division programs and maintaining an awareness of current trends and public attitudes; other community resources and funding sources; principles and practices for providing training, development and instruction to adult learners; principles, concepts and methods of organizational and program management and analysis; and of the concepts and practices of group mediation, consensus building and problem solving.

Skills: Skill in the use of a personal computer; communicate effectively, both orally and in writing; negotiation; mediation; and problem solving.

Abilities: Ability to communicate effectively, both orally and in writing; train; provide direction; apply general management concepts; develop work plans; coordinate operations; manage resource allocation; explain regulations clearly; maintain effective working relationships; and understand conflicting viewpoints.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in behavioral science, human services, social work, family science, human development and counseling, education, public health or a closely related field **AND** one year experience in community social or health related fields with demonstrated knowledge of community resources or long term care. Experience working with disabled or elderly preferred. Other equivalent combinations of education and experience will be evaluated on an individual basis; however, a Bachelor's degree is required.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*).

If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseeable circumstances occur, transcripts may be brought to interview; and

4. Supplemental questions.

Applications will be rejected for late, incomplete or unsigned application materials.

**COMPENSATION:** Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

Title: Regional Program Officer

Position: #07021

Location: Senior & Long Term Care Division, Billings

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please outline your experience providing services to persons with disabilities. Include dates, number of individuals served and duties. Include information that will demonstrate your knowledge of community resources related to long-term care.
2. Please outline your experience providing services to individuals who are 65 years and older. Include dates, number of individuals served and duties. Include information that will demonstrate your knowledge of community resources related to long-term care.
3. Please describe any group training programs for which you were responsible, including your role in identifying the need for training, developing the training curriculum and delivering the training. Please do not include one-on-one individual client specific training.